



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	November 19, 2015	Closing Date:	December 3, 2015
Job Title:	Recordation Clerk I/II	Position Type:	Regular, Full Time
PIN:	059540	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Salary	J05 \$32,404 - \$34,289 J06 \$33,471 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: The Recordation Clerk I/II assists and processes incoming land record instruments at the counter and by mail, determines recordability, calculates and collects payments, and operates a cash register. The incumbents indexes documents by entering relevant data into a computerized database, proofs completed indices, and assists customers by phone and in person by providing information regarding the Clerk's Office procedures. The Recordation Clerk I/II performs all other duties as assigned. The Recordation Clerk I and Recordation Clerk II are differentiated by the degree of supervision and level of work performed. The Recordation Clerk I performs entry level work and the Recordation Clerk II performs the full range of land records and cashing duties.

Education: High School Diploma or GED.

Experience: Level I- Two years of general clerical experience or one (1) year of land records related experience.

Level II- Two years of clerical experience, one (1) year of which must have included land records related experience.

Skills/Abilities: Ability to learn and apply relevant legal terminology, policies, procedures, regulations and codes. Ability to use basic arithmetic calculations, including discounts, interest, proportions, and percentages. Ability to identify and transcribe relevant information. Ability to communicate in an effective, patient, and tactful manner with customers and coworkers. Ability to verify comments and notations and record essential information. Ability to interpret documents and to apply job related terminology. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to operate standard office equipment. Ability to operate a personal computer and software programs (e.g. Microsoft Word and Excel). Ability to stand and sit for extended periods of time. Ability to lift up to 10 lbs. using proper lifting techniques. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Barbara H. Meiklejohn, Clerk of Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.